

## INVENTORY GUIDE OF COMMON RECORDS

### ADMINISTRATIVE STAFF

#### Types of Records

Correspondence General  
Correspondence Major  
Time Cards  
Leave Slips  
Budget Files/Reports (kept for admin purposes)  
Travel  
Logs of Daily Activities & Calendars  
Office Administrative Files  
Mail and Delivery Service Control File  
Delegations of Authority  
Conferences, Seminars, Association and Societies Files  
Program Management Files  
Routine Procurement Files

### SCIENTIFIC STAFF

#### Types of Records

Scientific Research Project Files Related to Rulemaking  
Instrument Logbooks  
Scientific Research Project Files Related to Basic, Exploratory Research  
Research Project Logbooks or Index Records  
Contract Management Records  
Contract Management Records - Superfund Site-Specific  
Grants and Other Program Support Agreements  
Grants and Other Program Support Agreements - Superfund Site-Specific  
Final Deliverables and Reports  
Program Management Files  
Manuscripts of Articles Written by EPA Personnel  
Speeches and Testimony  
Intra-Agency and Internal Committees  
Conferences, Seminars, Associations, and Societies Files  
Electronic Models and Expert Systems  
Office Administrative Files  
Correspondence General  
Routine Procurement Files

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### HEALTH & SAFETY

#### Types of Records

Safety Standards Files  
Personal Injury Files  
Property Safety Files  
Occupational Injury and Illness Files  
Industrial Hygiene Files  
Survey and Inspection Files - Government-owned Facilities  
Training Material  
Federal Facilities Monitoring Files  
Response to Audit, Evaluation, and Investigation  
Emergency Planning Case Files  
Personnel Training Records  
Sampling and Analytical Data Files  
Program Management Files  
Office Administrative Files  
Correspondence General  
Routine Procurement Files  
Intra-Agency and Internal Committees

### FACILITIES

#### Types of Records

Emergency Planning Case Files  
Federal Facilities Monitoring Files  
Program Management Files  
Office Administrative Files  
Correspondence General  
Routine Procurement Files  
Agency Space Files  
Surplus Personal Property Case Files  
Personal Property Records  
Motor Vehicle Operating and Maintenance Files  
Motor Vehicle Reports  
Transportation and Freight  
Intra-Agency and Internal Committees

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### INFORMATION TECHNOLOGY

#### Types of Records

Systems Documentation  
Contract Management Records  
IT Oversight and Compliance Files  
IT Facility, Site Management, and Equipment Support Services Files  
IT Asset and Configuration Management Files  
Files Relating to Maintaining the Security of Systems and Data  
User Identification, Profiles, Authorizations, and Password Files  
Computer Security Incident Handling, Reporting and Follow-up Records  
IT Operations Records  
Financing of IT Resources and Services  
IT Customer Service Files  
IT Infrastructure Design and Implementation Files  
System Backups and Tape Library Records  
Program Management Files  
Office Administrative Files  
Correspondence General  
Routine Procurement Files

### BUDGET

Budget Reports Files  
Budget Automation System (BAS)  
Budget Apportionment Files  
Budget Background Records  
Program Management Files  
Office Administrative Files  
Correspondence General  
Routine Procurement Files  
Time Cards  
Leave Slips  
Travel

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### HUMAN RESOURCES

#### Types of Records

Alternate Worksite Records  
Offers of Employment Files  
Position Classification Files  
Notifications of Personnel Actions - Standard Form 50  
Personnel Correspondence and Forms Files Relating  
to Individual Employees  
Administrative Grievance, Disciplinary and Adverse Action Files  
Donated Leave Program Case Files  
Personnel Training Records  
Employee Awards Files  
Incentive Awards Program Reports  
Labor Management Relations Records  
Correspondence General  
Correspondence Major  
Time Cards  
Leave Slips  
Travel  
Program Management Files  
Routine Procurement Files